

ILEAD USA DELAWARE

Innovative Librarians Explore, Apply, and Discover
A 21st Century Technology and Leadership Skills Institute

Instructor Application

Do you have skills in technology, managing change, project management, and/or leadership? Would you find it rewarding to share your expertise with others? Are you able to convey knowledge to others in an exciting, interesting way that helps them retain and build on the content?

The Delaware Division of Libraries is looking for Instructors who can help the project achieve its stated mission - to help Delaware library staff implement web technologies that foster community participation, as well as develop leadership, innovation, and positive change.

ILEAD USA DELAWARE will expand library staff members' leadership skills and their ability to use participatory technology to address an identified community need. ILEAD USA DELAWARE has a direct impact on the end user by 1) engaging libraries' users in a conversation to identify needs; 2) involving community representatives to provide critical feedback during the development of a Web 2.0 project; and 3) using team products specifically designed to meet user needs and improve the quality of life in their communities.

Instructor Corps Chair Sarena Fletcher of the Delaware Division of Libraries and the Instructor Corps will be responsible for developing the curriculum, which will focus on strategic leadership, effective survey techniques and community needs assessment skills, working with reluctant administrations, privacy and security issues, and meaningful applications of technological solutions. The curriculum will endeavor to inspire and encourage play and experimentation.

Examples of participatory technology tools include:

Augmented Reality	Social Bookmarking (e.g., del.icio.us)
Blogging Tools	Social Networking (e.g., Facebook)
Digital Audio/Podcasting	Tagging (folksonomies)
Digital Photography	Video Conferencing
Digital Video	Virtual Reference
Gaming	Virtual Worlds (e.g., Second Life)
Instant Messaging	Web Conferencing
Photo Sharing Site (e.g., Flickr)	Wikis

Instructors will be expected to:

- Refine the curriculum as a committee by identifying relevant curricula and weaving these pieces together to present a strong foundation for the ILEADers.
- Present course content at the in-person sessions.
- Contribute and share course materials. Sessions will be recorded and archived for future access by project participants and others.
- Make the curriculum produced available free-of-charge.
- Be open to dialog with participants.
- Focus on learning skills rather than specific tools. Instructors will teach participants how to use technology tools strategically, in order to establish a leadership role for libraries.
- Participate in periodic meetings.
- Contribute to the evaluation.

Desired outcomes/expected results:

- ILEADers will be proactive about using participatory technology tools to address community needs;
- ILEADers will learn how to evaluate new technology and match user needs to the appropriate tools;
- ILEADers will learn how to implement needs assessments, manage projects, and assert leadership skills;
- ILEADers will mentor others in the profession on skills learned;
- Library staff and end users will engage in conversations, services, and programs in innovative ways;
- Library users will be better positioned to direct and optimize their library experience;
- ILEADers will have at least one community member to be a conduit for feedback;
- ILEADers will network with other library staff to foster future collaboration and sustainability.

Learning outcomes will include a strong knowledge of:

- Terms associated with participatory technology, as well as the tools
- Teaching skills vis-à-vis technology tools
- Components of a basic community survey
- Creation, analysis, and follow-up of a survey in order to design an appropriate project to benefit the community
- Components of project design, coordination, and implementation
- Obstacles associated with implementation
- Strategies for overcoming obstacles and explaining issues to administration
- Successful/unsuccessful models of library adoption
- Methods to improve implementation/adoption

- Ability to form a plan to disseminate information about a project
- How to keep a project up-to-date
- When to adapt a project
- When to discontinue a project
- Ability to put evaluation plans in place

All expenses, with the exclusion of travel and incidentals, will be covered by the grant. Instructors will not be compensated for their time.

The University of Delaware's Virden Retreat Center in Lewes will be the site for all three in-person sessions (mandatory for Team Members and Mentors):

- **March 23-26, 2015**
- **June 22-25, 2015**
- **October 27-29, 2015**

Team Members and Mentors will also be required to attend approximately 5 virtual sessions during the intersessions (April-May 2015 and July-September 2015).

If you have expertise appropriate to the outcomes/expected results listed above and are willing and able to teach and lead others, please fill out the following application to be involved as an Instructor in this exciting project!

Mailing Assembly Checklist

Submit this form with the complete application package

Step 1:

Assemble the **complete application package**, which is defined as, and must include:

_____ One MAILING ASSEMBLY CHECKLIST

_____ One INSTRUCTOR APPLICATION and CONFIRMATION CHECKLIST (with original signature)

_____ One BRIEF ONE-PAGE RESUME

_____ One PERSONAL STATEMENT

_____ One PERSONAL INFORMATION FORM (with original signature)

_____ PHOTO AND VIDEO RELEASE FORM (with original signature)

_____ LETTER OF COMMITMENT: GOVERNING AUTHORITY (with original signature)

Step 2:

_____ Make one photocopy of the **complete application package**, including any supporting documentation or letters, for your records

Step 3:

_____ If submitting by email, send **complete application package**, including all supporting documentation and or/letters, to events@lib.de.us

_____ If submitting by mail, send the original **complete application package**, including all supporting documentation and/or letters, to:

**Delaware Division of Libraries
121 Martin Luther King Jr. Blvd. North
Dover DE 19901
Attn: Katie McDonough**

Questions? Email events@lib.de.us. Please include ILEAD in the subject line.

Application package deadline by email or postmark is Wednesday, *December 31, 2014*. The Delaware Division of Libraries will send email notification of acceptance by *January 30, 2015*.

Instructor Application and Confirmation Checklist

Submit this form with the complete application package

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If I am selected as an Instructor, I, _____, agree to and confirm the following ILEAD USA DELAWARE Instructor participation criteria:

_____ I confirm that I have **enclosed** a **Brief One-Page Resume**.

_____ I confirm that I have **enclosed** a **Personal Statement**.

_____ I confirm that I have **enclosed** the completed **Personal Information Form** providing required contact information.

_____ I confirm that I have **enclosed** the required **Letter of Commitment** from my governing/corporate authority.

_____ I agree to notify the Delaware Division of Libraries immediately if I am selected as an Instructor but am unavailable to teach my course(s).

_____ I confirm that I will be available for bi-weekly virtual sessions (approximately 5) during the intersessions (April-May 2015 and July-September 2015).

_____ I confirm that I have an email address that I check *very frequently, at least daily*.

_____ I confirm that I will read all project documentation.

_____ I agree to make all course material available at no cost to anyone anywhere who wants to use it with appropriate acknowledgements. ***Please acknowledge your authorship on all materials.***

_____ I confirm that all course material I use will be free of copyright restrictions or that I will arrange with the Project Director to secure permission for its use. The intention is that all materials will be freely available on the project website.

_____ I confirm that I will acknowledge ILEAD USA DELAWARE and indicate the Institute of Museum and Library Services and the Secretary of State/Delaware Division of Libraries as providing funding for the program.

_____ I agree to participate in the evaluation of the project through interviews and surveys. If I am selected to participate, I understand I will be given another opportunity to voluntarily agree to participate in each specific evaluation activity.

_____ I confirm that I have read and agree to the **Photograph and Video Release**.

My specialty/area of interest in which I could provide instruction is:

SIGNATURE:

DATE:

Brief One-Page Resume

Submit with the complete application package

Personal Statement

Submit with the complete application package

Please attach a personal statement of how you can contribute to a curriculum of technology within the context of leadership and change.

Personal Information Form

Submit this form with the complete application package

Part I. REQUIRED INFORMATION

Name (Last, First):

Job Title:

Library or Institution Name:

Library Address:

Library Phone:

Work Email Address:

Library Type:

The following will not be published:

Home Address:

Home Phone:

Cell Phone:

Home Email:

Emergency Contact Name:

Emergency Contact Phone:

PART II. OPTIONAL INFORMATION

This information will not be published in association with your name. It is collected for the purposes of evaluation and reporting.

_____ Male _____ Female

Age:

Ethnicity:

Languages spoken other than English:

Certificates or degrees earned, and dates awarded (MLS 2005, BS 2009, etc.):

Photo and Video Release Form

Submit this form with the complete application package from your team

I hereby grant the Delaware Department of State (“Department of State”) permission to use my likeness in a photograph or video in any and all of its publications, including its website, without payment or any other consideration. I understand and agree that these materials will become the property of the Department of State and will not be returned.

I hereby irrevocably authorize the Department of State to edit, alter, copy, exhibit, publish or distribute this photo or video for purposes of publicizing the Department of State’s programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge the Department of State from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 21 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the content, meaning, and impact of this release.

SIGNATURE:

DATE:

Letter of Commitment: Governing Authority

Submit this form with the complete application package

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Congratulations! An ILEAD USA DELAWARE applicant in your organization has taken the initiative to pursue involvement in this enriching program that will teach attendees how to use participatory technology tools to connect with user needs. In order to ensure a rich experience for the participants, it will be necessary for your organization to commit resources of time, equipment (such as PC and telephone), and bandwidth.

Please confirm the following for (*applicant name*): _____

_____ I/we confirm the applicant will have the support from this organization to spend time away from work, including travel to and from, during at least one in-person session.

_____ I/we confirm that the applicant will have support from this organization to use this organization's bandwidth and equipment (e.g., telephone, PC, scanner) to participate in this program.

_____ I/we confirm that the applicant will have time to work on the development of the project team's product.

_____ I/we confirm that the applicant's name and organization can appear in press releases, information, and publications about ILEAD USA DELAWARE.

Name of applicant's organization/governing authority: _____

Signature of representative of organization/governing authority: _____

Title of representative: _____ Date: _____

Printed name of representative: _____